

January 25, 2005

WEST VIRGINIA BULLETIN NO: WV250-5-2

SUBJECT: FNM – Timekeeping Information Reminders and Updates

Purpose: To inform employees of timekeeping reminders and updates.

Expiration Date: September 30, 2005

Timesheets must be submitted by 9:00 am on the Monday following the end of each pay period. All necessary paperwork (SF-71s, compensatory and/or overtime approvals, etc.) must be given to your timekeeper prior to the verification of your timesheet. **Any** type of leave used in excess of three (3) consecutive workdays must be requested on Standard Form (SF) 71, Request for Leave or Approved Absence. The State Conservationist must approve/deny any leave requests of more than 80-hour increments for all employees. Form SF-71, Request for Leave or Approved Absence, must be used to request 80+ hours of any leave. Requests will be forwarded to the State Conservationist through the proper supervisory channels with recommendations at each level. A copy of any of these forms must be provided to your timekeeper for their files. Failure to submit your paperwork will delay your timesheet being verified. Your timesheet must be verified in order for the National Finance Center to process your pay.

There have been changes in the State Office as to who is responsible for which timesheets. A list of these changes will be distributed in the State Office.

For additional information, please contact the Financial Management Staff for timekeeping issues. For leave issues please contact Human Resources.

/s/

LILLIAN V. WOODS
State Conservationist

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